

ADMINISTRATIVE ORDER NO. 21-01-04
of the
City Manager
City of Eugene, Oregon

DIRECTING COMPLIANCE WITH ENERGY CONSERVATION MEASURES.

The City Manager of the City of Eugene finds that:

A. Under the provisions of Chapter IV, Section 16 of the Eugene Charter of 1976, the City Manager is designated as the administrative head of the City, specifically authorized to appoint, remove, and direct all employees (except as otherwise provided in the Charter), and to enforce all ordinances of the City.

B. Governor Kitzhaber has directed state agencies to reduce energy consumption by 10% and has requested the participation of all other power users in this conservation effort. It is important that the City of Eugene set an example that other local agencies, businesses and residential users can follow.

C. The City of Eugene's goal as an organization, is a minimum 5% reduction in the use of all energy types. Conservation of resources will reduce the pressure on others and help local utilities avoid power and water emergencies and keep future rate increases to a minimum.

Now, therefore,

The City Manager of the City of Eugene Orders that:

1. Based on the above findings, which are hereby adopted, all City personnel shall implement the following energy conservation measures to address the current energy shortage in the short term, and to further the achievement of the City's sustainability principles:

A. COMPUTERS

1. Computer monitors shall be turned off when not in use during lunch breaks, meetings, field work, etc. Approximately one-half of the energy used by a computer work station is due to the monitor.

2. Computers shall be turned off when not in use for the entire day, at night, on weekends

and on vacations.

B. SUMMER TEMPERATURES

1. **I am directing that** office temperatures shall be standardized to fall within the 70° to 75° range. This will generally mean an increase of one to two degrees. In most buildings, each one degree of cooling corresponds to 1% of the electricity use. Employees should expect and prepare for slightly increased indoor temperatures in the summer, and take a problem-solving approach to any comfort issues that may arise. The following are some suggestions:

- a. Expect that it may take a few days to adjust to slightly warmer temperatures.
- b. Expect that temperatures at the end of the day may drift upward since cooling will be turned off one hour before the building closes.
- c. Dress in lightweight, work-appropriate clothing. Bring layers for cooler morning temperatures, particularly since certain buildings may be “pre-cooled” using off-peak energy or cool night air to shift use to off-peak times. Heat should not be used if the building is cool in the morning due to pre-cooling.
- d. Close blinds to reduce heat gain from direct sunlight during the heat of the day.
- e. Do not let hot air in by opening windows when it is hotter outside than in.
- f. If possible, work areas should be shifted away from windows. Areas right next to windows are hotter in the summer and colder in the winter.
- g. Drink plenty of cool, non-alcoholic beverages. Staying hydrated helps the body stay cool.

2. If, after trying the above suggestions, a work space is consistently well above 75° to 76° and is causing discomfort, employees may request that the supervisor contact the Facility Management Division at x2690 or the appropriate building manager for assistance with the problem.

C. WINTER TEMPERATURES

1. **I am directing that** office temperatures shall be standardized to fall within the 70° to 72° range. This will generally mean a decrease of one to two degrees. In most buildings, each one degree of heating corresponds to 1% of the electricity use. Before considering additional heat sources for your personal office space, the following suggestions for staying warm in cooler weather should be implemented:

- a. Computer and work pattern should be rearranged, if possible, away from windows or drafts.
- b. Dress in warmer clothing, with layers.
- c. Lower blinds to redirect cold air coming off of window.
- d. On a break, a short, brisk walk can create warmth.
- e. Try to minimize the use of high wattage (1000 to 1500 watt) space heaters. They can cause circuits to overload and trip frequently, cause power quality problems for computer equipment and can be a safety hazard. A radiant heat panel, foot warmer, heating pad or, if necessary, a higher efficiency and safer heater should be used instead.
- f. If a supplemental heating device is needed, turn off such devices when not in use. In addition to wasting energy, heating devices can confuse thermostats, causing comfort problems for others.

2. If, after trying the above suggestions, a work space is consistently well below 70° and is causing discomfort, employees may request that the supervisor contact the Facility Management Division at 682-2690 or the appropriate building manager for assistance with the problem.

D. LIGHTING

1. **Lighting, including display or decorative lighting, shall be turned off** if there is sufficient daylight available for work and safety.
2. **Fluorescent task lighting shall be used** rather than overhead lighting when possible.
3. **Incandescent task lighting shall be replaced with fluorescent lighting** when possible. Incandescent lighting is inefficient and produces a great deal of heat. Employees should bring to the supervisor's attention any need for fluorescent task lighting. The purchase of fluorescent task lighting shall meet efficiency requirements.

E. EQUIPMENT

Appliances and office equipment shall not be left on overnight or over the weekend, unless

required for business reasons. This includes printers, copy machines, coffee makers, radios, etc.

F. MISCELLANEOUS

1. **Leaking or malfunctioning faucets, toilets or irrigation devices shall be reported** to the Facility Management Division at 682-2690 or the appropriate building manager.

2. **Be aware of energy use.** Share energy reduction hints with others. And keep trying!

3. **The appropriate City maintenance group or building manager will:**

*Monitor energy use on a monthly basis.

*Implement conservation projects.

*Welcome suggestions for improving efficiency.

*Offer information and training to enhance staff energy awareness.

*See that controls are adjusted for set points of 70° heating, 75° cooling.

*See that controls are adjusted for pre-cooling, outside air cooling and early shutdown wherever possible.

*Coordinate with custodial staff to turn off all unnecessary lights except in immediate area of work.

G. INFORMATION

To learn what other agencies are doing these links can be accessed:

http://www.facilities.das.state.or.us/Energy_Conserv.html

http://www.eren.doe.gov/femp/resources/dir_plan.html

<http://www.governor.wa.gov/eo/energy01-03info.htm>

2. This Order shall be forwarded to the Directors of each department of the City, and each are requested to make the expectations expressed herein known to their division managers and other staff members.

Dated and effective this ____ day of July, 2001.

James R. Johnson
City Manager